



Consulate General of Italy
Hong Kong

VISA CHECKLIST – BUSINESS
文件清單 - 商务签证

Name of Applicant
申请人姓名 : _____

Visa applications should be submitted in person by the applicant at least **THREE** weeks before the departure date
申请人须于离境前三星期亲身提交签证申请表

All appointments must be reserved online through the website of the Consulate General of Italy
所有预约必须通过意大利总领事馆网站在线预约

<https://prenotami.esteri.it/>

List of documents required - **ORIGINAL plus ONE COPY needed for** documents listed at points 3 to 11
No photocopies will be provided by the Consulate if documents are incomplete

所需文件 - 第 1 至 2 点需要原件，第 3 至 11 点需要原件加一份复印件 - 领事馆不会代印复印件

Yes No
是 否

1	Schengen visa application form duly completed in English by applicant (incomplete/illegible forms will not be accepted), printed together with the barcode: http://e-applicationvisa.esteri.it/index.html 申请人須用英语填写申根签证申请表 (填写不完整/字体难以辨认的表格将不接受) · 申请表須包含二维条码; 链接: http://e-applicationvisa.esteri.it/index.html		
2	Two recent passport-sized photos (white background, facing forward 35 x 45 mm) 两张护照尺寸的近期照片 (白色背景 · 正面 · 35X45 毫米)		
3	Current passport or travel document issued within the past 10 years and valid at least 90 days beyond the return to HK/Macao. Photocopies of any previous Schengen and/or other visas must be provided 护照或旅行证件必須是在十年以内签发 · 並返回香港/澳门后仍至少有 90 天的有效期。此外, 須提供已往所有申根国家签证或其他签证 (如有) 的复印件		
4	Evidence of residence status in Hong Kong/Macao (HK/Macao ID card and residence permit valid for at least 3 months beyond the return flight to HK/Macao) 香港/澳门居留身份证明 (香港/澳门身份证及居留许可证 · 有效期应在返回香港/澳门后仍至少 3 个月的有效时间)		
5	Round trip reservation(s) from/to Hong Kong or Macao 来回香港或澳门的机票预订单		
6	Proof of accommodation for the whole duration of the intended stay. 整个预定逗留期间的住宿证明。 For lodgings in private accommodation , the applicant must submit an invitation dated at least one day earlier than the visa appointment and copy of passport/ID card/residence permit of the inviting person, link: 如住宿于私人住所 · 申请人必须提交至少签证预约日前一天所发出的邀请函 · 及邀请人的护照/身份证/居留许可证的复印件, 邀请函: https://conshongkong.esteri.it/resource/2016/03/80771_f_cons57dichiarazioneospitalita1.pdf		
7	Travel itinerary providing clear evidence of the applicant's travel plans (confirmed flights, transportation bookings, itinerary, name of first port of entry in Italy, etc.) 旅行行程 · 提供申请人旅行计划的清晰行程表 (确认的航班, 交通预订 · 行程 · 意大利第一个入境口岸的名称等) https://conshongkong.esteri.it/resource/2016/02/79489_f_cons57itinerario.pdf		

8	<p>Proof of financial means - The following documents must be submitted:</p> <p>财务证明 - 必须提交以下文件：</p> <p>- bank for the latest 3 months statements issued by banks in Hong Kong or Macao AND proof of regular income, for ex.: an official letter from the employer containing the following information: name of the employer, name of the employee, his/her job title, annual/monthly salary, date of employment and, if relevant, the duration of his/her contract; the purpose of the visit; confirmation of position after applicant's return; the person/parties that will cover the applicant's travel expenses during the stay. IF SELF-EMPLOYED: a copy of the Income Tax Return, the Company bank statements for the latest 6 months; OR: pension/rent payments.</p> <p>Financial proof from bank accounts outside Hong Kong or Macao cannot be taken into consideration</p> <p>香港或澳门银行所发的最近 3 个月的银行对账单和正式收入证明 (例如雇主的正式信函 · 内容包含: 雇主姓名 · 雇员姓名 · 他/她的职位 · 年/月薪 · 雇佣日期 · 如适用 · 他/她的合同期限; 出访的目的; 公司为申请人保留职位的注明; 支付申请人旅行费用的单位或个人。如果是自雇人士: 所得税申报表的副本 · 公司最近 6 个月的银行对账单; 或养老保险/租金付款。</p> <p>不会接纳香港或澳门以外所发的经济证明</p>	
9	<p>Company registration/business licence</p> <p>公司注册/营业执照</p>	
10	<p>Invitation letter from the inviting company on official letterhead paper stamped and signed by an appropriate member of staff, mentioning: 1) full address and contact persons of the company; 2) the name and position of the countersigning officer; 3) purpose and duration of the visit; 4) detailed programme; 5) the person who or the entity that will bear applicant's travel and living costs. For a sample of the Invitation Letter, please click the following link:</p> <p>邀请公司在正式书信头纸上发出的邀请函 · 由相应的工作人员盖章并签字 · 并提及: 1) 公司的详细地址和联系方式人; 2) 签字人员的姓名和职位; 3) 访问的目的和日期; 4) 详细日程; 5) 支付旅行和生活费用的单位或个人。有关邀请函的样本,请单击以下链接:</p> <p>https://conshongkong.esteri.it/resource/2016/03/80772_f_cons57ModellodiInvitoperAffari1.pdf</p>	
11	<p>Health insurance certificate and policy (emergency treatments, hospital and repatriation expenses, with a min. coverage of Euro 30,000) valid for all Schengen countries for the whole duration of the stay.</p> <p>健康保险证明书和保单 (紧急治疗,住院和遣返费用,保额不少於三万欧元) 有效期必须包括所有申根国家及申根国家内所停留的时间</p>	

This Visa Section reserves the right to request further supporting documents if necessary

本签证处保留要求申请人进一步提供其他补充材料的权利

I declare that all documents are true and the information provided is correct and complete. I also declare that I have been informed about immigration regulations and the need to show proof of financial resources when entering the Schengen area (minimum amount is approximately 50 Euros per day).

本人声明所有文件都是准确及所提供的信息是正确和完整的。本人亦声明本人已获悉入境条例及在进入申根区时需要出示财务资源证明 (金额至少约为每天 50 欧元)。

Hong Kong, _____ (Date 日期) Applicant's Signature _____
 香港, _____ 申请人签字